



## **POLICE OFFICER**

Base Pay (Certified / Lateral): \$4,514 - \$5,766 per Month

Base Pay (Recruit): \$4,426 per Month

The McMinnville Police Department is recruiting to establish an eligibility list for Lateral (Certified) or Recruit Police Officer, bilingual English / Spanish preferred. Individuals who are looking for varied opportunities in law enforcement and to serve a growing community are encouraged to apply.

**Police Recruits** train in law enforcement and crime prevention work to enforce federal, state, and local laws. Training involves law enforcement techniques, policies, and procedures as they relate to the McMinnville Police Department. Classroom instruction and field training exercises focus on weaponry and associated safety practices, federal and state laws, operation of equipment used in police activities, the use of proper force, personal defense and self-protection, evaluation of public safety situations, operation of police vehicles, communication techniques, case/incident investigations, community policing and crime prevention strategies, report writing, collection and analysis of information, courtroom testimony, confidentiality, and physical conditioning.

**Lateral (Certified) Police Officers** perform law enforcement and crime prevention work including discovery, investigation, report preparation and patrol to enforce federal, state and local laws. This classification oversees police program areas, which may require additional specialized training.

### ***Required Qualifications and Preferred Experience and Training for Recruit Officer***

#### **Required Qualifications**

- Must be at least 21 years of age.
- Must possess a valid driver's license.
- Must be a U.S. Citizen.
- Must be a High School graduate or have successfully completed the GED test.
- Must pass an extensive background, criminal history investigation, and pre-employment drug screen.

#### **Necessary Abilities**

- Train in the application of laws, regulations, police practices, and procedures.
- Train in investigation methods and techniques.
- Train in the use of weaponry and associated safety practices.
- Accurately observe and recall information.
- Quickly assess situations and make logical decisions.
- Exercise emotional control.
- Understand and execute oral and written instructions.
- Communicate in a clear, concise manner.

- Establish and maintain effective work relationships with co-workers, other law enforcement agencies, and the public.
- Project a professional image while managing changing demands on time, skills, and resources.
- Make decisions necessary to safeguard life and property under stressful conditions.
- Establish and maintain effective working relationships with diverse individuals and groups.
- Remain flexible and adapt to changing circumstances and demands.
- Identify a problem or potential problem through the exercise of personal initiative, use of problem solving skills, and the knowledge of community resources.
- Foster positive interaction between the community and the Police Department.

#### **Preferred Experience and Training**

- College-level training or experience in law enforcement.
- Knowledge of community and surrounding areas.
- Training in the use of police equipment or operations.
- Bilingual English/Spanish.

#### ***Required Qualifications and Preferred Experience and Training for Lateral Police Officer***

In addition to the above qualifications and abilities, at time of hire the Lateral Police Officer shall have:

- Equivalent to high school graduation plus completion of DPSST basic law enforcement training is required.
- At least one year experience as a law enforcement officer is typically required after appointment in order to familiarize incumbent with full scope of job functions.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Police practices and procedures.
- Investigative methods and techniques.
- Federal, state and local laws.
- Firearm use and safety precautions.
- Emergency vehicle operation, tactical driving methods and defensive driving techniques, the vehicle code and procedures affecting driving.
- Use of force laws and procedures, and defensive tactics methods and techniques.
- Knowledge in officer safety techniques and practices.

### **Skills in:**

- The use of personal computers and communication equipment such as radios, telephones, facsimile machines, etc.
- The use and care of firearms and other defensive equipment.
- Effective communication (written and oral).
- Emergency vehicle operation, tactical driving techniques and defensive driving techniques.
- Defensive tactic methods and techniques.
- Utilizing officer safety techniques and practices.

### **Ability to:**

- Project a professional image while managing changing demands on time, skills and resources.
- Make decisions necessary to safeguard life and property under stressful conditions.
- Establish and maintain effective working relationships with diverse individuals and groups.
- Remain flexible and adapt to changing circumstances and demands.
- Identify a problem or potential problem through the exercise of personal initiative, use of problem solving skills, and knowledge of community resources.
- Foster positive interaction between the community and the Police Department.
- Make formal presentations in a variety of public meetings, and participate in public committee meetings.

## ***Working Conditions and Physical Demands***

Work locations are in all types of indoor and outdoor environments. Police Recruits and Lateral Police Officers have contact with individuals who may become violent and/or combative, may be under the influence of drugs/alcohol, may be mentally ill, or may have communicable diseases. Recruit and Lateral Police Officers will operate police vehicles and may be required to sit/stand for extended periods while performing various duties. Police Recruits and Lateral Officers are subject to 24-hour duty callback and court callback and must be available for rotating shifts including weekend assignments.

While performing the duties of Recruit Officer or Lateral Police Officer, employees are frequently required to sit, stand, communicate, reach and manipulate objects, tools, or controls. The position of Recruit and Lateral Officer requires mobility and the ability to operate a motorized vehicle. Duties involve moving or wearing materials weighing up to 25 pounds on a regular basis and moving adults weighing up to 200 pounds on an infrequent basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, etc. Reasonable accommodation will be made to otherwise qualified individuals with disabilities and known limitations in order to perform the essential job functions.

## ***Benefits***

The City of McMinnville provides a generous benefit package that includes:

- Medical, dental, and vision insurance.
- City-paid life insurance.
- City-paid disability insurance.
- Sick leave earned at the rate of eight hours per month.
- Vacation credit earned at the rate of 6.67 hours per month up to a maximum of 320 hours, with increases in accrual rates at 3, 5, 10, 15, and 21 years.

- Nine paid holidays and 24 hours of floating holiday time annually.
- Full, City-paid participation in the Public Employees Retirement System (OPSRP).
- Certification, education, bilingual, and other incentives.
- Opportunities for on-going professional development.
- Options to participate in the credit union and deferred compensation plan.
- Pay incentives after twelve (12) months, except for bilingual pay which is available upon passing the exam:
  1. Advanced Certificate 8.0%
  2. Detective (excluding sergeant) 5.0%
  3. Intermediate Certificate 4.0%
  4. Associates of Arts / Science Degree from an accredited institution 2.0%
  5. Bachelor of Arts / Science Degree from an accredited institution 4.0%
  6. Bilingual in Spanish with a street level fluency 5.0%
  7. Field Training Officer (FTO) 5.0%
  8. Canine Handler (as per Article 22) 5.0%
  9. Non-sworn training personnel 5.0%
  10. Motorcycle Officer 5.0%
  11. 12-Hour Shifts at Base Rate (Lateral) \$4,742 - \$6,052 per Month
  12. 12 Hour Shifts at Base Rate (Recruit) \$4,670 per Month

## ***The Application Process***

The McMinnville Police Department offers full testing services for the position of Recruit and Lateral Police Officer through National Testing Network, Inc. To fill out an application and schedule a test, go to: [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com), select "Law Enforcement Jobs" and sign up for the McMinnville Police Department.

What to expect at the [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) website:

- Completion of the application process;
- Review all information related to the McMinnville Police Department Recruit and Lateral Officer positions, including

minimum requirements, salary, and benefits;

- Detailed information about the testing process for both the entry level test and ORPAT testing;
- Opportunity to take online practice tests at: [www.frontlinetest.com](http://www.frontlinetest.com) ;
- Schedule your own convenient test time. Tests are offered multiple times per week, including Saturdays;
- Take high quality job simulation tests in a standardized, fair testing environment.

Upon completion of the entry level exam and ORPAT testing, all candidate scores are automatically forwarded to the McMinnville Police Department. Candidates who attain a passing score on both the entry level exam and the physical abilities test will be placed on the Department's eligibility list. McMinnville Police Department will contact candidates on the list and will invite them to continue to participate in other stages of the Department's selection process.

**PLEASE NOTE: First review of applications will be on June 15, 2015. To be included in the first review, the applicant must have completed the written test, PHQ (Personal History Questionnaire) and the ORPAT by that date.**

National Testing Network is a service provided to conduct entry level testing and CPAT testing in a standardized, professional environment. National Testing Network does not replace the McMinnville Police Department's responsibility and decision-making in the testing process. All candidate results are provided to McMinnville Police Department where the final decisions are made.

### ***Equal Opportunity Employer***

The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need accommodation to participate in the recruitment and selection process should request assistance by calling Rose Lorenzen at (503) 434-7405 or by e-mailing her at [lorenzr@ci.mcminnville.or.us](mailto:lorenzr@ci.mcminnville.or.us).

**Note: This announcement is intended only as a general description of the Police Officer**

***position and hiring process and is subject to change. It does not constitute either an expressed or implied contract.***